

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	<b>EFFECTIVE DATE</b>
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DFW DIVISION/BRANCH/REGION/OFFICE Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-181-0762-004
UNIT NAME AND LOCATION Wildlife Program, Yreka, Siskiyou County	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the direction of the Senior Environmental Scientist (Supervisor), the incumbent assists with the planning and implementation of field surveys and analysis of scientific data to monitor game wildlife populations and habitats in Siskiyou County. The incumbent independently reviews environmental documents, analyzes complex scientific data, writes non-routine and technical reports, and attends local meetings to advance the Department's knowledge and ability to manage wildlife and habitats at multiple scales. The incumbent administers the Private Lands Wildlife Habitat Enhancement and Management Area Program (PLM) in Siskiyou County. The incumbent deals directly with the public on wildlife-related complaints and requests for information. The incumbent provides advice regarding management of big game populations and habitat to other programs, regions, headquarters, various governmental entities and agencies, and the public. The incumbent assists other staff in the Northern Region Wildlife Management function.	
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<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>
45%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Game Species and Habitat Resource Assessment</b> - Assist with the investigation and monitoring of wildlife game species and ecological conditions. This often requires the development of unique sampling designs and methods to meet specialized program needs. Use of statistical techniques will be required to analyze data collected. Prepare reports and/or plans regarding assessment activities, game populations, and habitats. Review habitat conservation plans, proposals, and surveys. The incumbent will be responsible for the design of wildlife investigations, collection of ecological information, and analysis of data in coordination with headquarters and other Regional staff. May be assigned lead responsibility for specific projects. Consequence of error is significant.
20%	<b>Wildlife Conflicts and Disease</b> - Investigate and resolve public requests for assessment of wildlife activity, injury, and other human-wildlife conflicts. Provide training and oversight to temporary personnel and volunteers responding to human-wildlife conflicts. Investigate outbreaks of wildlife disease and participate in the development of strategies to manage wildlife disease.
15%	<b>Public Information-</b> Provide technical expertise and resource information to the public and to governmental and non-governmental organizations regarding wildlife biology, management and conservation of wildlife and habitats, and regulations. Represent the Department at public meetings regarding wildlife management and ecological issues. Topics discussed are frequently sensitive and controversial.
10%	<b>Regulations and Hunting Programs-</b> Analyze survey data collected for game species and coordinate with other agencies and Department programs to manage hunting programs. Assist with developing regional recommendations for changes to laws, regulations, and policies. An in-depth knowledge of Departmental programs and wildlife management techniques is required. Assist in the

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10%	<p>development and review of PLM management plans and SHARE in Siskiyou County, conduct compliance inspections of PLM properties, and prepare recommendations regarding PLM licensing and other hunting programs for consideration by the Fish and Game Commission.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Administrative Tasks and Training</b> - Prepare and submit monthly work summaries, timesheets, and vehicle logs. Prepare expense claims and activity reports in a timely fashion. Draft annual Individual Development Plans and participate in annual performance appraisals. Attend training courses and meetings regarding the management and conservation of wildlife species and complete other training courses as necessary.</p> <p><b>Special Personal Characteristics:</b> Excellent verbal and written communication skills; demonstrated ability to act independently and as part of a team; creativity and ability to plan and implement species and habitat assessment projects; ability to positively interact with private landowners, government agencies, colleagues, and the public.</p> <p><b>Interpersonal Skills:</b> Work collaboratively within a team setting. Clear speaking, writing, and presentation skills.</p> <p><b>WORKING CONDITIONS:</b> Willingness and ability to fly in small aircraft such as fixed-wing planes and helicopters to survey ungulates over a variety of habitats; hike in steep and rugged terrain (rocky, over debris, and dense brush) under variable weather conditions; lift and carry objects up to 40 pounds; legally and safely operate four-wheel drive vehicles on paved, gravel, and dirt roads; use a computer and keyboard up to several hours a day. Incumbent must comply with a regional policy that generally prohibits dogs/pets in the workplace/field/vehicles unless approved through reasonable accommodation. Incumbent must be prepared to regularly report to the Yreka Field Office, must be willing to work irregular hours including weekends and holidays, and possess a valid Driver License. Attend meetings and public hearings, and work with staff statewide to complete work assignments. Occasional overnight travel will be required. Staff will be required to wear a uniform where they can be identified in the field. This position may be eligible for telework.</p>				
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>					
<b>PRINT SUPERVISOR'S NAME</b>  Christine Found-Jackson	<table border="1"> <tr> <th data-bbox="901 1333 1373 1381"><b>SUPERVISOR'S SIGNATURE</b></th><th data-bbox="1373 1333 1520 1381"><b>DATE</b></th></tr> <tr> <td data-bbox="901 1381 1373 1434"></td><td data-bbox="1373 1381 1520 1434"></td></tr> </table>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>		
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>				
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b> <b>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>					
<b>PRINT EMPLOYEE'S NAME</b>	<table border="1"> <tr> <th data-bbox="901 1560 1373 1608"><b>EMPLOYEE'S SIGNATURE</b></th><th data-bbox="1373 1560 1520 1608"><b>DATE</b></th></tr> <tr> <td data-bbox="901 1608 1373 1652"></td><td data-bbox="1373 1608 1520 1652"></td></tr> </table>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>		
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